



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
50 3RD AVENUE, SUITE 229
FORT KNOX, KENTUCKY 40121-5230

REPLY TO
ATTENTION OF:

Expires 24 February 2008

IMSE-KNX-LAA (210)

24 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 26-06 – Off-Duty Employment

1. References:

- a. AR 210-7, Commercial Solicitation on Army Installations, 22 April 1986.
- b. DODD 5500.7-R, Standards of Conduct, 30 August 1993.

2. Purpose: To require military personnel assigned to the US Army Armor Center and Garrison Command to obtain approval from the appropriate commander before engaging in outside employment.

3. General: DODD 5500.7-R, paragraph 2-203, states that commanders may prohibit outside employment if they believe it will detract from readiness or pose a security risk. This policy requires review of requests for outside employment to avoid both dangers.

4. Policy:

a. All leaders must ensure that members of their command/directorate are present for duty and prepared to carry out the duty requirements of their positions. Monitoring is essential for ensuring that outside employment does not interfere with the performance of official duties. Off-duty employment that degrades mission readiness, security, or safety is prohibited.

b. Soldiers are required to obtain written permission from the appropriate commander/director before engaging in off-duty employment. The form to request permission is enclosed. Battalion/squadron commanders or staff principals/directors will personally review and decide such requests from Soldiers in the rank of MSG and below. Regiment/brigade/garrison commanders must approve all others. Approval officials must maintain a copy of all approved requests. Amendments to the agreed work schedules must be approved in advance.

c. Soldiers in the chain of command (commanders, command sergeants major, first sergeants, platoon leaders, platoon sergeants) may not engage in off-duty employment Sunday evening through Friday evening. These leaders will not perform off-duty employment on weekends without advance approval of their brigade/regiment/garrison commander, as appropriate. Such requests will be forwarded with recommendations from the chain of command.

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d. Off-duty employment ordinarily will not exceed 20 hours per week. Approval authorities may approve higher levels if the criteria in paragraph 4a above are met. In order to ensure the safety of Soldiers, approval authorities must ensure that work schedules on requests for off-duty employment include at least a 6-hour rest period (excluding time to travel to and from employment, home, or duty) between the end of the individual's off-duty employment and the start of official duties. Permissive temporary duty, pass, or compensatory time off for the primary purpose of engaging in off-duty employment is prohibited. Some Soldiers routinely work on weekends (e.g., hospital staff, chaplain's assistants) and receive weekdays off rather than weekends; such weekdays are not considered compensatory time within the meaning of this policy. Ordinary leave may be granted in connection with authorized off-duty employment, provided such absence does not adversely affect military duties.

e. Leaders must counsel all subordinate Soldiers seeking outside employment and inform them that official duties take priority over off-duty employment, that they are subject to disciplinary action if they fail in their assigned duties because of outside employment, that they can be ordered to terminate or curtail employment if it interferes with their duties, and that scheduled rest periods must be met to ensure safety on duty and at off-duty employment. Supervisors will monitor the performance of Soldiers engaged in outside employment and take prompt corrective action, including disciplinary action if appropriate, when evidence of interference surfaces.


f. Requests from Soldiers who are required to file a financial disclosure report, OGE 450, must be disapproved if the proposed employment is with a prohibited source related to their official duties. The Administrative Law Division, Office of the Staff Judge Advocate, must review, in advance, all requests submitted by individuals required to file such annual disclosure reports.

g. Those wishing to engage in off-duty employment involving on-post commercial activities must also comply with the requirements of AR 210-7.

h. Soldiers who currently engage in outside employment must obtain written permission to continue such employment per procedures outlined above.

FOR THE COMMANDER:

Encl


MARK D. NEEDHAM
COL, AR
Garrison Commander

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REQUEST FOR PERMISSION TO ENGAGE IN OFF-DUTY EMPLOYMENT

For use of this form, see Fort Knox Policy Memo No. 26-06, 24 Feb 06, subj: Off-Duty Employment

RANK/GRADE AND NAME: _____

UNIT: _____

DUTY POSITION: _____ NORMAL DUTY HOURS: _____

PROPOSED OUTSIDE _____

TELEPHONE NUMBER OF PROPOSED _____

PROPOSED PLACE OF _____

PROPOSED DUTIES OF EMPLOYMENT: _____

HOURS/SCHEDULE OF PROPOSED _____

ARE YOU REQUIRED TO FILE A FINANCIAL DISCLOSURE REPORT (OGE) _____ YES _____ NO

I was counseled by my supervisor, _____ on the _____ day of _____, 20____ concerning my duty requirements and outside employment. I understand that my official duty requirements take priority, that I can be disciplined if I fail in my official duty requirements because of interference of my off-duty employment, and that I can be ordered to cease outside employment if such interference occurs. I further understand that I am required to schedule a minimum 6-hour rest period (not including travel time to/from work/home/duty) between my off-duty employment and the start of my official duties. If my off-duty employment schedule changes, I understand that I must seek advance approval using the same procedures. Finally, I agree to cooperate fully and willfully with my chain of command if they wish to verify my work schedule, and to allow them to review compensation documentation or other off-duty employment records. Failure to cooperate fully in verification procedures may, by itself, result in an order to cease or curtail off-duty employment, as well as other adverse disciplinary or administrative actions.

SIGNATURE OF INDIVIDUAL SEEKING OUTSIDE EMPLOYMENT

SIGNATURE OF SUPERVISOR

COMMENTS OF SUPERVISOR: _____

I have personally reviewed this report. I _____ do _____ do not believe that this individual's off-duty employment will detract from unit readiness or pose a security or a safety risk. Accordingly, I _____ do _____ do not prohibit this individual from performing the proposed outside employment.

TYPED NAME AND GRADE OF APPROVING OFFICIAL

SIGNATURE OF APPROVING OFFICIAL